

AGENDA ITEM NO. _____

TO: David Hankerson
County Manager

FROM: John Reida
Director

DATE: February 24, 2008

PURPOSE

To adopt a Lights Out Policy directing that non-essential lighting and office equipment is turned off after normal business in County buildings.

BACKGROUND

Cobb County recognizes its role in protecting the environment, setting a community example, and managing our citizen's tax dollars frugally. This commitment has been exemplified in programs to improve energy and water efficiency in our buildings through upgrades to restroom fixtures, lighting systems, and heating and air conditioning equipment, and with the adoption of policies to improve the environmental sustainability in future buildings through our Green Building Policy.

The Board of Commissioners recognizes that our employees also have a vital role to play in conserving resources and reducing operating costs in our buildings. One area in which employees can play a vital and low-cost role is to ensure lighting and equipment in our buildings is turned off whenever it is not required to meet operational needs or ensure safety. This particularly includes ensuring non-essential lighting and office equipment are turned off on nights, weekends, and holidays in unoccupied building spaces. Accordingly, the Board of Commissioners hereby directs affected departments to implement the following:

The Cobb County Lights Out Policy:

All county employees and departments shall ensure all building lighting and office equipment is turned off at all times when it is not required for County business or to ensure safety. This specifically includes turning off non-essential lighting and office equipment during all unoccupied periods, including nights, weekends and holidays. Those departments occupying county buildings shall be responsible for implementing this policy in their spaces and those they manage. Departments with responsibility for equipment or lighting in spaces occupied by other county staff (e.g. personal computers) shall promulgate rules for reducing energy use consistent with the intent of this policy whenever possible.

FUNDING

N/A

RECOMMENDATION

The Board of Commissioners adopts a Lights Out Policy directing that non-essential lighting and office equipment is turned off after normal business in County buildings.